

Reimbursement/PCR How To:

STEP 1:

Click on Reimbursements/PCR under LEA Links on the left hand side of the eGrant homepage.

The screenshot shows the eGrant homepage with a sidebar on the left containing a 'How To' section and 'LEA Links'. The 'LEA Links' section includes a link for 'Reimbursements / PCR', which is highlighted by a red arrow. The main content area displays the '2007 - 2008 Consolidated Application' for 'Roslyn School District 18-2'. Below the application title, there is a 'Select Grant:' dropdown menu with '2007 - 2008 Consolidated Application' selected, and a 'Go' button. To the right of the dropdown, there are two status messages: 'Application was submitted and assurances agreed to on '5/16/2007 11:48:19 AM' by Marc Frankenstein' and 'Application was approved on '7/13/2007 9:19:28 AM' by Rob Huffman, South Dakota Department of Education.' Below these messages is a table with columns: Grant, Status, Due Date, and Submit. The table lists the '2007 - 2008 Consolidated Application' with a status of 'Approved' and a due date of '07/01/2007'. Under this application, there are several sections: 'General' (with 'General Narratives' and 'Needs Assessment'), 'REAP' (with 'Rural Education Achievement Program (REAP)'), 'Title I - Part A' (with 'Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)' and 'Budget'), and 'Title I - Part A - School Wide' (with 'ROSLYN ELEM'). Each section has a 'Print' link next to it.

Grant	Status	Due Date	Submit
2007 - 2008 Consolidated Application	Approved	07/01/2007	Print
General			
General Narratives	Approved		Print
Needs Assessment	Approved		Print
REAP			
Rural Education Achievement Program (REAP)	Approved		Print
Title I - Part A			
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Approved		Print
Budget			
Narrative Q&A			
Title I, Part A (School Selection)	Approved		Print
Title I - Part A - School Wide			
ROSLYN ELEM	Approved		Print

STEP 2: Select Grant

Select the grant application from the drop down arrow. Click 'GO'.

The screenshot shows the eGrant homepage with the 'Select Grant' dropdown menu open, displaying '2007 - 2008 Consolidated Application' as the selected option. The 'Go' button is visible below the dropdown. The sidebar on the left shows the 'LEA Links' section, and the top navigation bar includes links for 'eGrant Home', 'Library', 'Correspondence', 'LogOut', 'DOE Home', and 'Tech. Assistance'.

STEP 3: Select Section

Select a title program from the drop down arrow. Click 'GO'.

eGrant Home	Library	Correspondence	LogOut	DOE Home	Tech. Assistance
LEA Links Add/View Grant Contacts Assign Grant Permissions / Authorizations Goals and Objectives Reimbursements / PCR	2007 - 2008 Consolidated Application Roslyn School District 18-2 Select Grant: 2007 - 2008 Consolidated Applicatio Go Program: Title I, Part A (Improving The Academ Go				
First Date to Obligate Funds: 7/1/2007 (Date Application Submitted in "Substantially Approvable Form")					

Overview of the Reimbursement Claim Page:

First date to obligate funds-Date application submitted in a substantially approvable form.

View Budget Summary-Link takes to the Budget Summary page.

Click Here to Request a Budget Amendment-Link takes to the Budget Amendment page.

Print-Link allows to print the reimbursement claim page.

Note: (Instructions for completion of the reimbursement claim page will display in a pop-up when first viewing the page. Click the x to close.)

STEP 4: New Reimbursement

Note: (Enter whole numbers only. Do not enter cents.)

Click 'NEW REIMBURSEMENT'. A new reimbursement can be created every month once the grant application has been approved.

eGrant Home	Library	Correspondence	LogOut	DOE Home	Tech. Assistance
-----------------------------	-------------------------	--------------------------------	------------------------	--------------------------	----------------------------------

LEA Links
[Add/View Grant](#)
[Contacts](#)
[Assign Grant](#)
[Permissions /](#)
[Authorizations](#)
[Goals and Objectives](#)
[Reimbursements / PCR](#)

2007 - 2008 Consolidated Application

Roslyn School District 18-2

Select Grant:
2007 - 2008 Consolidated Applicatio
Go

Program:
Title I, Part A (Improving The Acaden
Go

Select Previous Reimbursement:
No Previous Reimbursements
New Reimbursement

Click here for support request form

First Date to Obligate Funds: 7/1/2007 (Date Application Submitted in "Substantially Approvable Form")

[View Budget Summary](#)
[Click here to request a Budget Amendment](#)

Click the button below when you are ready to close out your grant period. This will also be considered your final reimbursement claim.

Project Completion

STEP 5: Completion of Reimbursement Claim Form

- The budget objects are indicated along the top of the page and the activity codes are indicated along the left side.
 - The budgeted amounts are indicated in gray.
 - The prior reimbursement requests are indicated in gold.
 - The current requests are indicated in white.
- Type whole dollar amount in the white rows.
- Scroll down & click 'CALCULATE TOTALS'.
- Click 'SUBMIT FOR PAYMENT'.

Select Previous Reimbursement:
Go New Reimbursement

Click the button below when you are ready to close out your grant period. This will also be considered your final reimbursement claim.

Project Completion

Current status is: **Draft**

Function		100 Salaries	200 Employee Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Acquisition	TOTALS	BALANCE
Programs for Eligible Children (Title I)	Bud	\$ 40,000	\$ 8,099				\$ 48,099	
	Prior						\$ 0	
	Cur						\$ 0	\$ 48,099
Attendance and Social Work	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Professional Development	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Operations & Maintenance of Plant	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Building Rental	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Pupil Transportation	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Program Administration	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Evaluation	Bud						\$ 0	
	Prior						\$ 0	

Non-Public School Services	Prior						\$ 0	
	Cur						\$ 0	\$ 0

		Amount	Balance
Indirect Cost Rate:	Budget	\$ 0	
2.71%	Prior	\$ 0	\$ 0
	Current	\$ 0	
	Actual	\$ 0	
GRAND TOTAL	Budget	\$ 48,099	
	Prior	\$ 0	\$ 48,099
	Current	\$ 0	\$ 48,099
	Total Actual Expenditures	\$ 0	

Delete **Calculate Totals** Submit for Payment

Available Funds Table

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 53,836	\$ 0		
Totals	\$ 53,836	\$ 0	\$ 0	\$ 0

Source of Funds Table

Transferability Option

Note: (If using the Transferability Option, the Transferred In funds will be drawn down first by default.)

Available Funds Table

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 53,836	\$ 0		
Totals	\$ 53,836	\$ 0	\$ 0	\$ 0

REAP Reimbursement Form

Note: (REAP Flex funds will be drawn down by default in the following order until each fund is exhausted – 1) Title V Part A; 2) Title IV Part A; 3) Title II Part D; and 4) Title II Part A.)

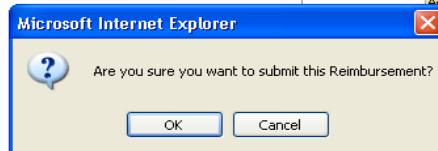
Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title II, Part A (Improving Teacher Quality)	\$ 23,767	\$ 0		
Title II, Part D (Enhancing Education Through Technology)	\$ 1,072	\$ 0		
Title IV, Part A (Safe and Drug Free)	\$ 2,783	\$ 0		
Title V, Part A (Innovative Programs)	\$ 615	\$ 0		
Totals	\$ 28,237	\$ 0	\$ 0	\$ 0

STEP 6: Submitting the Reimbursement Claim

Click the 'SUBMIT FOR PAYMENT' button.
A pop-up will appear. Click 'OK'.

Children Services	Prior						\$ 0	
	Cur						\$ 0	\$ 0
	Bud						\$ 0	
Non-Public School Services	Prior						\$ 0	
	Cur						\$ 0	\$ 0

		Amount	Balance
Indirect Cost Rate:	Budget	\$ 0	
2.71%	Prior	\$ 0	\$ 0
	Current	\$ 0	
	Actual	\$ 0	
	Budget	\$ 48,099	
	Prior	\$ 0	\$ 48,099
	Current	\$ 0	\$ 48,099
	Total Actual Expenditures	\$ 0	



Available Funds Table

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 53,836	\$ 0		

STEP 7: Select Previous Reimbursement

Select a previous reimbursement from the drop down arrow.
(Select the date & amount by highlighting)
Click 'GO'.

eGrant Home Library Correspondence LogOut DOE Home Tech. Assistance

2006 - 2007 Consolidated Application
Roslyn School District 18-2

LEA Links
Add/View Grant
Contacts
Assign Grant
Permissions /
Authorizations
Goals and Objectives
Reimbursements

First Date to Obligate Funds: 9/23/2006 (Date Application Submitted is "Substantially Approvable Form")

Select Grant:
2006 - 2007 Consolidated Application

Program:
Title I, Part A (Improving The Academic Achievement of the Low Achieving Children)

Select Previous Reimbursement:

Date	Amount
10/05/2006	\$ 25,000

View Budget Summary
Click here to request a Budget Amendment

	100	200	300	400	500	TOTALS	BALANCE
Programs for Eligible Children (Title I)			11,775			\$ 11,775	
Prior						\$ 0	
Cur	15,000	10,000				\$ 25,000	\$ 25,775
Bud				\$ 0		\$ 0	
Prior						\$ 0	
Cur						\$ 0	\$ 0

STEP 8: Completion of Project Completion Report

Click 'PROJECT COMPLETION' when ready to close out the grant period. This will also be considered the final reimbursement claim.

eGrant Home Library Correspondence LogOut DOE Home Tech. Assistance

2007 - 2008 Consolidated Application
Roslyn School District 18-2

LEA Links
Add/View Grant
Contacts
Assign Grant
Permissions /
Authorizations
Goals and Objectives
Reimbursements / PCR

First Date to Obligate Funds: 7/1/2007 (Date Application Submitted is "Substantially Approvable Form")

Select Grant:
2007 - 2008 Consolidated Application

Program:
Title I, Part A (Improving The Academic Achievement of the Low Achieving Children)

Select Previous Reimbursement:

New Reimbursement

Click the button below when you are ready to close out your grant period. This will also be considered your final reimbursement claim.

Project Completion

Current status is: **Draft**

Function		100	200	300	400	500	TOTALS	BALANCE
Programs for Eligible Children (Title I)	Bud	\$ 40,000	\$ 8,099				\$ 48,099	
	Prior						\$ 0	
	Cur						\$ 0	\$ 48,099
	Bud						\$ 0	
Attendance and Social Work	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Professional Development	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0
Operations & Maintenance of Plant	Bud						\$ 0	
	Prior						\$ 0	
	Cur						\$ 0	\$ 0

- The budget objects are indicated along the top of the page and the activity codes are indicated along the left side.
 - The approved program budget amounts are indicated in gray.
 - The cumulative claimed expenditures are indicated in gold.

- The adjustment amounts required to close out the grant period are indicated in white.
- The actual amounts for grant close out are indicated in tan.
-

Note: (Instructions for completion of the project completion report page will display in a pop-up when first viewing the page. Click the x to close.)

Select Previous Reimbursement:

Click the button below when you are ready to close out your grant period. This will also be considered your final reimbursement claim.

Current status is: ☐ Draft ☒ **Project Completion Report**

Function		100 Salaries	200 Employee Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Acquisition	TOTALS	BALANCE
Programs for Eligible Children (Title I)	Bud	\$ 40,000	\$ 8,099				\$ 48,099	
	Exp						\$ 0	
	Adjust						\$ 0	\$ 48,099
	Act	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 48,099
Attendance and Social Work	Bud						\$ 0	
	Exp						\$ 0	
	Adjust						\$ 0	\$ 0
	Act	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Professional Development	Bud						\$ 0	
	Exp						\$ 0	
	Adjust						\$ 0	\$ 0
	Act	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operations & Maintenance of Plant	Bud						\$ 0	
	Exp						\$ 0	
	Adjust						\$ 0	\$ 0
	Act	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Building Rental	Bud						\$ 0	
	Exp						\$ 0	
	Adjust						\$ 0	\$ 0
	Act	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Pupil Transportation	Bud						\$ 0	
	Exp						\$ 0	

2. If applicable, enter adjustment amounts in the white rows labeled 'Adj'.
Note: (Enter whole numbers only. Do not enter cents.)
 -To decrease the amount, enter a negative sign in front of the number.
3. Once completed, click 'Calculate Totals' to save & calculate.

Neglected and Delinquent Children Services	Bud							\$ 0	
	Exp							\$ 0	
	Adjust							\$ 0	\$ 0
	Act	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Non-Public School Services	Bud							\$ 0	
	Exp							\$ 0	
	Adjust							\$ 0	\$ 0
	Act	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

		Amount	Balance
Indirect Cost Rate: 2.71%	Budget	\$ 0	
	Prior	\$ 0	\$ 0
	Adjustment	\$ 0	
	Actual	\$ 0	
GRAND TOTAL	Budget	\$ 48,099	
	Prior	\$ 0	\$ 48,099
	Adjustment	\$ 0	
	Total Actual Expenditures	\$ 0	\$ 48,099

Delete Calculate Totals **Submit Final**

Available Funds Table

Originating Source of Funds	Available Funds	Amount Requested To Date	Current Request	Amount Remaining
-----------------------------	-----------------	--------------------------	-----------------	------------------

4. Click 'Submit Final' to submit Project Completion Report.

Note: (The Project Completion Report button will only be highlighted if all previous reimbursements have been paid).